



Chief Financial Officer

Department:	Finance
Employee Group:	Non-Represented
Reports To:	Deputy General Manager
FLSA Status:	Exempt
Salary Grade:	S

Our Vision

We deliver valued mobility options that inspire community pride.

Our Mission

Creating Community Connections

Our Values

Communication • Humility • Excellence • Respect • Resourceful • Inclusive • Ownership •
Transparency • Safety

Nature of the Position

Under the administrative direction of the Deputy General Manager, the Chief Financial Officer (CFO) serves as a member of the Executive Leadership Team (ELT) and is responsible for ensuring all division staff members deliver a world-class customer experience for all stakeholders. The Chief Financial Officer leads, manages, and directs Cherrriots financial and human resources administrative functions and activities. Major responsibilities include safeguarding District assets and managing District liabilities to ensure a long-term, financially sustainable organization.

The Chief Financial Officer is responsible for ensuring a system of internal controls and compliance to adequately safeguard financial resources. The Chief Financial Officer is responsible for oversight of additional functions including full-cycle accounting, short and long-term financial planning and analysis, budget preparation and control, payroll administration, contract and grant administration, and purchasing. This role also holds responsibility for human resources administration, benefits, and compensation.

The Chief Financial Officer is responsible for ensuring the District maintains adequate internal controls and the preparation of timely and accurate financial reporting following District policies; local, state, and federal laws and regulations, and Generally Accepted Accounting Principles (GAAP) and Government Accounting Standards Board (GASB) Pronouncements. Additionally, the Chief Financial Officer must be aware of all District financial requirements and structure future obligations in a manner that is sustainable and allows the transit system to grow with regional needs and expectations.

Essential Duties and Responsibilities

- Monitor District compliance with state and federal regulations relating to finance and human resources compliance, budget preparation, and grants administration; develop and recommend financial policies that adhere to these regulations and sound financial practices; implement these policies once approved.

- Manage the preparation of the annual budget following Oregon Budget Law and serve as primary liaison to the Budget Committee.
- Responsible for developing and maintaining the Long-Range Financial Plan.
- Provide the Deputy General Manager, General Manager, and Board of Directors with accurate and timely communication of financial issues. Ensure Cherriots system of accounting is both accurate and transparent and, at all times, reflects the true financial condition of the District.
- Oversee financial forecast including analysis of alternative forecast scenarios and policy alternatives to assure future financial stability.
- Manage Capital Improvement Plan financial documents, analyze the District's future capital needs and fund requirements, and supervise the review and preparation of applications for federal grants or other financial assistance.
- Ensure equitable treatment of staff with respective pay, benefits, training and development, promotional opportunities, performance, and compliance activities.
- Provide division chiefs and managers with information and analytics to more effectively pursue workplace initiatives.
- Lead and manage human resources programs and activities related to talent acquisition, talent management, training and development, compensation and benefits, human resource information systems, performance planning, succession planning, and workplace compliance.
- Lead District strategies to maintain compensation and benefits program that allow the District to attract and retain talent while containing costs and managing long-term liabilities.
- Serve as a resource for all District Divisions to create processes and programs to improve overall employee performance and productivity to achieve organizational outcomes.
- Coordinate activities involved in National Transit Database (NTD) audits and submissions; coordinate the gathering of materials needed for Federal Transit Administration (FTA) triennial review; and coordinate the District responses following review.
- Manage District fixed assets, facilities, and inventory.
- Hire, train, develop, and appraise staff effectively. Take corrective action as necessary on a timely basis and following District policy.
- Provide assistance and support to the Deputy General Manager, General Manager, and Board of Directors as required.
- The ability to consistently adhere to a defined work schedule, and be present onsite, is crucial to the successful performance of this role's job duties and responsibilities because the essential duties of this role require reliable presence for planned or unplanned in-person meetings, and other interactions necessary to operate efficiently, including the communication of assignments to and from managers and direct reports, and other day-to-day activities to serve internal and public access needs.
- Perform additional duties as assigned.

Knowledge, Skills, and Abilities

- Comprehensive knowledge of the principles, practices, and techniques of governmental accounting, budgeting, and purchasing.
- Extensive knowledge of local, state, and federal laws and regulations relating to public budgeting, accounting, and auditing procedures.
- Extensive knowledge of grant administration including application and management.
- Extensive knowledge of administrative and management practices.

- Extensive skill in leading and working constructively with subordinate staff, and effectively supervising staff.
- Considerable skill in using automated data processing systems for accounting, finance, and budgeting purposes.
- Communicate complex subjects and sensitive information, both orally and in writing, in a clear, concise, and logical manner at the level necessary to satisfactorily perform the duties of the position.
- Read, analyze, and interpret general business periodicals, transit-related journals, technical procedures, and governmental regulations.
- Work in a management team approach to discuss and resolve District-wide as well as Finance policy issues.
- Effectively present information and respond to questions from staff, the Board of Directors, community groups, other agencies, vendors, customers, and the general public.
- Interact with other employees, representatives of other agencies, vendors, and the general public using courtesy, tact, and good judgment.
- Maintain confidential information.
- Be self-starting and proactive.
- Produce quality work while meeting time and budget commitments.
- Considerable skill in operating a personal computer using word processing, spreadsheet, and database software applications.
- Perform job functions safely.

Minimum Qualifications

- Bachelor's degree with graduate level coursework preferred.
- Ten (10) years of professional experience in accounting and finance, including management experience controlling a major area of responsibility; Special District or Public Sector employment a plus.
- Must present the District with a valid Oregon driver's license and must maintain a driving record that demonstrates adherence to safety and traffic laws and regulations.
- Candidates with any satisfactory combination of related experience and training that equips them with the required knowledge, abilities, and skills for this position are encouraged to apply. SAMTD reserves the right to determine the equivalences of education and experience.

Licenses, Certifications, and Other Requirements

- Degree in Finance, Accounting, Economics, Business Administration, or Public Administration.
- Preferred, Certified Public Accountant (CPA).

Preferred Qualifications

- Experience navigating a labor union environment.

Physical Requirements

- Frequent use of a calculator, phone, printer, computer, and related hardware.
- A person must be able to stand, sit, see, hear, talk, use hands to type, handle, or feel tools or controls, and use hands and arms to reach.
- Occasionally lifting or moving up to 30 lbs. is also required.

Working Conditions

- Duties are performed primarily in an office environment.
- Must travel occasionally to attend meetings and conferences.

Job Descriptions are intended to present a descriptive list of the range of duties performed by employees in the position. Job descriptions are not intended to reflect all duties performed within the job. Job descriptions are subject to revision and may be updated as appropriate to reflect operational changes within the role.

Essential Duties and Responsibilities also include knowledge, skills, abilities, and other characteristics listed in this job description. Employees in this position must maintain the level of mental and physical fitness required to perform the essential functions of this classification with or without reasonable accommodation.

Employees in all positions must pass a background investigation including criminal and employment investigations. Some positions require further screening such as a pre-employment drug screen.